	United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division

Functional Requirements Document (FRD)		
Project# 00642/211611	**Project Title:** EmpowHR: Modify the current FS_ASPD program	**Date Prepared:** 09/26/2013

Version 2.0 - Document revised to include an additional requirement, not previously documented.   **As of: 2/11/2014**
(Note: The Agency Requesting Official will change the Version number and 'As of' date only when submitting a revised FRD, e.g. Version 1.0.1)

Scope:	To modify the existing ASPD program(s) to allow for the inclusion of additional fields that will auto-populate data into a new JobCode record when the "Copy from JobCode ASPD" function is executed.
Assumptions:	The creation of a JobCode record in EmpowHR utilizing the 'Create from JobCode ASPD' template function assumes data is contained in each of the specified fields on the template record when it was created/saved. No programmatic validation /verification will occur to ensure data is contained in the respective fields. All changes documented herein shall be implemented for and accessible to all EmpowHR users. The scope of this project will not impact the User's Roles/Permissions; therefore, no modifications are required. Security involvement is not required for this project. 508 Compliance Required.
Test:	Agency participation in User Acceptance Testing is requested and will be conducted in accordance with the guidelines provided by the NFC-EmpowHR User Acceptance Test Group.

Functional Requirements

☑ **Human Resources Applications Branch (HRAB) Requirements**

EmpowHR Job Code Component

Overview: Current Functionality
The Agency Standard Position Description (ASPD) function is a mechanism within EmpowHR which allows users to collect and store common data as a template for use in the future. This capability is accessible from within the JobCode component and provides a mechanism for users to store JobCode information in EmpowHR as a template row when data is keyed into specific fields and the record is saved; the Transaction Status is 'Applied' and the information is not transmitted to NFC. Once saved, an ASPD template record can be

used for the purpose of retrieving these data for placement onto a new JobCode record.
EmpowHR users have the option to use the saved template to create multiple JobCode
records.

To accomplish the transfer of data from an ASPD Template, a button labeled 'Create
JobCode from ASPD' is available on a new JobCode record. When clicked, the user is
brought to a search page, where the option to enter an ASPD template number or perform a
lookup is available. Once the APSD number is located and user clicks 'OK', the data
values contained in specific fields on the template record will be copied from the ASPD
template and populated into the corresponding fields on the new JobCode record. When an
ASPD template is used to create a new JobCode record, the number identifying the ASPD
template used will be populated into the 'Created from ASPD' field on the new JobCode
record.

Note: The ASPD template copy function assumes data is contained within the respective
fields; if the field on the template record is null, then the corresponding field on the
new JobCode page will be null. No validation or verification is/will be conducted by the
system to ensure data is contained in the fields. At a minimum, the fields required
(asterisked (*) and yellow) to successfully save the ASPD JobCode template record and
those fields having default values should not be null.

Expected Changes

The program(s) executed as a result of the user clicking the 'Create JobCode from ASPD'
button will be modified to include additional fields that will be copied into the new
JobCode record. The following list consists of all fields that will be copied from the
ASPD Template record to the new JobCode record from which the 'Create from JobCode ASPD'
function was executed. (Note: An asterisk identifies the JobCode fields being added to
the current ASPD copy function.)

Occupational Series
Official Position Title Code
Official Position Title
*Official Position Title Prefix
*Job Family: Agency
Supervisory Status
*Medical Checkup Required
*Master Record Number (NFC)
*FLSA Status

US Federal header
Created from ASPD: #
*Bargaining Unit
*Pay Basis
*Fund Source
*Parenthetical Title
PATCOB Code (Value derived – based on 'Occupational Series' field value)

Classification Factors header
*Agency Use
*Professional Category
*IA Actions
Classification Standard
Class Standard Issue Date (Value derived – based on 'Class Standard' field value)

Classifier
Date Classified
*Classification Standard Code
*Early Retirement Code
*Target Grade
Default Compensation tab
Pay Plan
*Salary Plan
Grade

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Signature of Systems Requirements Branch Chief: Date: Not Applicable
Signature of Web Requirements Branch Chief: Date: Dana Esposito /s/   2/11/2014